

**1STATE OF NEW JERSEY
AGENCY REQUEST FOR PROPOSAL**

Vendor Name and Address: NOTE: Bidder must enter information in this space		Return This Proposal to: <u>Via Email to:</u> <u>centralprocurement@doh.nj.gov</u> <u>V</u>		<u>US Mail Delivery Address:</u> Nicole Boyce Department of Health 6TH Floor 55 North Willow P O Box 360 Trenton, NJ 08625-0360	
NOTE: This proposal must be returned before 12:00 PM Eastern time on the following date: 3/26/2021				Agency Person to Contact: Nicole Boyce – 609-633-8757 nicole.boyce@doh.nj.gov	
Fiscal Year 2021	Account Number	Agency Ref. 2021	Commodity Code No.		
IMPORTANT INSTRUCTIONS TO BIDDERS: Read the entire bid proposal, terms and conditions, and specifications. Fill in all information requested below. All bid prices must be typed or written in ink on this form. Any corrections, erasures or other forms of alterations to unit and/or total prices <u>must</u> be initiated by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals will not be considered. NOTE: THE TERMS AND CONDITIONS ARE ON THE FOLLOWING PAGE.					

ITEM NO.	QTY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	Unit Cost	TOTAL COST
1	1	Each	<p>With the advice and cooperation of the OEMS staff, the consulting service would coordinate all aspects of the Conference, including, but not limited to:</p> <ul style="list-style-type: none"> • Develop the program; • Determine and secure the appropriate venue(s), including banquet, meeting space and room accommodations; • Develop a budget, and determine appropriate registration fees; • Develop an exhibitor/sponsorship solicitation plan, and conduct mailings to prospective companies; • Create a promotional brochure, and conduct mailings to the State's EMS community; • Coordinate all aspects of the workshops and programming, including confirmation of speaker needs, audio-visual and handout requirements, creation and maintenance of conference app, obtaining C/Vs and program objectives, honorarium and travel needs; • Secure CME and CEU credits as appropriate; • On-going logistical planning with hotel staff; • Plan food and beverage (meal events, breaks, etc.) as required; • Coordinate all aspects of registration of attendees, including responding to questions (by phone and email), sending confirmation (with parking and directions), processing payments and producing appropriate reports; • Coordinate all aspects for registration materials, including program, CME/CEU certificates, handouts, registrant list, tickets for various events/workshops, evaluation forms, badges, etc. • Execute on-site registration, including payment processing; • Handle every on-site logistic requirement, including VIP/speaker coordination, guarantees, room pickup, audio-visual, exhibitor assistance, signage, awards/presentations, any off-site events; • Coordinate the various components of the co-located EMS Awards dinner, including registration, badges, food and beverages, and printing of programs; • Conduct appropriate post-event activities, including speaker thank you notes, hotel billing reconciliation, speaker honorariums, and compilation of evaluations; • Meet quarterly with OEMS to report on progress and activities. <p>Scope of Work Essential Timelines:</p> <ul style="list-style-type: none"> • 120 days prior to the first day of the conference <ul style="list-style-type: none"> o Conference brochure finalized and advertised for attendee registration. • 60 days prior to the first day of the conference <ul style="list-style-type: none"> o Speaker agreements issued to all assigned speakers. <p>Continued page 2...</p> <ul style="list-style-type: none"> o Travel arrangements finalized for speakers and notifications made. • 14 days prior to the date of the EMS Awards Dinner 		

		<p>THIS IS TO ENSURE THAT I HAVE READ, UNDERSTOOD, AND WILL ADHERE TO THE TERMS AND CONDITIONS AS STATED ABOVE.</p> <p>Scope of Work Essential Timelines cont.:</p> <ul style="list-style-type: none"> • 30 days prior to the first day of the conference <ul style="list-style-type: none"> o Vendor ad booklet completed. • 30 days prior to the first day of the conference <ul style="list-style-type: none"> o Travel arrangements finalized for speakers and notifications made. • 14 days prior to the date of the EMS Awards Dinner <ul style="list-style-type: none"> o Awards dinner tickets issued to all guests and VIPs <p><u>Background Information:</u></p> <p>This exciting, state-of-the-art recognized national conference has been designed to provide Emergency Medical Services personnel with educational opportunities that reflect current medical knowledge and practice. The goal is to give the provider the tools to enhance patient care and reinforce procedures critical for smooth and efficient on-scene operations. The conference offers over 100 sessions, presented by subject matter experts. Sessions are divided into clearly defined tracks for the EMS administrator, EMS educator, basic and advanced life support provider, school nurse, and those with particular interests in pediatrics, emergency preparedness, safety/wellness or quality improvement so that individuals may pursue specific areas of interest. The conference is designed for flexibility to allow participants to select continuing education topics in the areas that are important to them.</p> <p>This National Conference is more than just classroom sessions. The conference hosts the "National SIM Competition" in which BLS and ALS teams go head-to-head managing critically ill or injured patients while trying to clinch the number one spot and bragging rights as the top team of the National SIM Competition.</p> <p>In conjunction with the National Conference on EMS, the annual NJ EMS Awards Program is held on Friday evening of the conference. This program is a way for the Office of Emergency Medical Services and the New Jersey EMS Council to recognize individuals for their hard work and dedication to the provision of emergency medical services in New Jersey. The awards dinner program hosts over 800 individuals.</p> <p>Additionally, the conference hosts a scientific assembly. This event will provide an opportunity to exhibit abstract posters to all prehospital clinicians attending this event, which is almost 1,000 attendees.</p> <p>The conference is held in Atlantic City, conveniently located minutes from the world famous boardwalk giving registrants the opportunity to enjoy the city while attending this premiere educational opportunity.</p> <p>Winning Bidder must register with NJSTART as a vendor for the State of NJ. www.njstart.gov NOTE: The terms & conditions on the following page are an integral part of the PB-120 (RFP) document.</p>	
			Order total:
			Vendor's Telephone No.

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NAME: _____ TITLE: _____ DATE: _____

The following terms and conditions shall apply to all contracts or purchase agreements made with the State of New Jersey as a result of this proposal.

Refer to **AGENCY REF. NO.** (see proposal cover sheet) in all written and verbal correspondence.

1. **CORPORATE AUTHORITY** – All corporations doing business with the State of New Jersey must be registered with the Office of the Secretary of State. Forms are available by contacting the Office of the Secretary of State, Trenton, NJ.
2. **ANTI-DISCRIMINATION** – All parties to any contract resulting from this proposal agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through 10:2-04, N.J.S.A. 10:5-1 *et seq.* and N.J.S.A. 10:5-31 through 10:5-38.
3. **THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** – The provisions of N.J.S.A. 34:5A-1 *et seq.* which require the labeling of all containers of hazardous substances are applicable to this contract. Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.
4. **COMPLIANCE LAWS** – The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered or services performed.
5. **COMPLIANCE – STATE LAWS** – It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.
6. **COMPLIANCE – CODES** – The contractor must comply with the New Jersey Uniform Construction Code (NJUCC) and the latest NEC70, B.O.C.A. Basic Building Code, OSHA and all applicable codes for this requirement. The successful bidder will be responsible for securing and paying for all necessary permits, where applicable.
7. **LIABILITY – COPYRIGHT** – The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.
8. **INDEMNIFICATION** – If it becomes necessary for the contractor either as principal or by agent or employee to enter the property of the State in order to perform under this agreement, the contractor agrees to use and provide all necessary and sufficient precautions against the occurrence of any accidents or injuries to any person or property during the progress of work covered. The contractor will be responsible for, indemnify and save harmless the State for accidents, injuries or damages that may occur from such work.
9. **INSURANCE** – The contractor will carry insurance as broad as the standard coverage forms currently in use in the State of New Jersey to indemnify the State against any claim for loss, damage or injury to property or person arising out of the performance of the contractor or his employees and agents of the services covered by this agreement. The contractor shall provide certificates or such insurance to the State upon request.
10. **PERFORMANCE GUARANTEE OF BIDDER** – The bidder certifies that:
 - a. The equipment offered is standard new equipment, is in current production and the latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
 - b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.
 - c. For all equipment purchases, the bidder shall indicate the manufacturer's standard warranty. The contractor will render prompt service, without charge, regardless of geographic location. During the warranty period, the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
 - d. Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.

- e. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract/purchase order. The contract shall not be considered complete until final approval by the State's using agency is rendered.

11. **BRAND NAME ALTERNATIVES** – Brand names and/or descriptions used in this proposal are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Variations between the materials described and materials offered must be fully explained by the bidder in an accompanying letter. A full explanation is to be given of any improved features or innovations recently developed, now on the market, but not previously available. Where specifications are attached describing the item, the bid must list in detail wherein the material offered differs from the specifications. In the absence of any changes by the bidder, it will be presumed and required that material as described in the proposal be delivered.
12. **PRICE QUOTATIONS** – Insert prices for furnishing all or any portion of the material or articles described. All prices quoted shall be firm through issuance or contract/purchase order and for delivery of quantities specified, and shall not be subject to increase during the period of the contract/purchase order. Prices shall be net and must include all transportation charges fully prepaid by the contractor, F.O.B. Destination.
13. **TAX CHARGES** - The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, they must not be included in the proposal price or invoice. The State's Federal Excise Tax Exemption number is 22-75-0050K.
14. **DELIVERY** – F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of new jersey unless otherwise specified. No additional charges will be allowed for any transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.
15. **PAYMENT** – Payments will only be made against State payment vouchers. All goods are to be billed at the prices quoted. State payment voucher in duplicate together with original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery.
16. **NEW JERSEY PROMPT PAYMENT ACT** – The New Jersey Prompt Payment Act requires State agencies to pay for goods and services within 60 days of the agency's receipt of a properly executed State payment voucher or within 60 days of receipt and acceptance of goods and services, whichever is later.
17. **CASH DISCOUNTS** – Bidders are encouraged to offer cash discounts based on expedited payments by the State. The State will make efforts to take advantage of discounts, but discounts offered will not be considered in determining the lowest bid. Discount periods shall be calculated starting from the next business day after the recipient has accepted the goods and services, and received a properly signed and executed payment voucher form.
 - a. The date on the check issued by the State in payment of that voucher shall be deemed the date of the State's response to that voucher.
18. **STANDARDS PROHIBITING CONFLICTS OF INTEREST** – All contracts or purchase agreements made with the State of New Jersey must comply with Executive Order No. 189 (1988) concerning standards prohibiting conflicts of interest on vendor activities. The provisions of Executive Order No. 189 will be included on the purchase order issued to the award-winning vendor.

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NAME: _____ **TITLE:** _____ **DATE:** _____